

Department of Social and Health Services  
Olympia, Washington

**ELIGIBILITY A-Z MANUAL REVISION**

Revision #	212
Category / Section	<b>CHANGE OF CIRCUMSTANCES: B. - Effective Date for Changes</b>
	<b>LETTERS – A. – Related WAC</b>
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**Summary**

**CHANGE OF CIRCUMSTANCES - B. - Effective Date for Changes**

**WAC 388-418-0020 How does the department determine the date a change affects my benefits?**

This WAC has been revised due to a new federal regulation that require the department to send a letter requesting information from the client when we learn about a change and are not sure what impact that change will have on benefits. An example of this would be receiving returned mail. The request letter must give the client ten days to respond. If we do not hear from the client or the mail is returned again, then we can terminate benefits.

**WORKER  
RESPONSIBILITIES**

Updated to reflect the new policy.

**LETTERS - A. – Related WAC**

**WAC 388-458-0030 We send you a termination letter when your benefits stop.**

**WORKER  
RESPONSIBILITIES**

This WAC has been re-written to allow the department to terminate benefits without giving ten-day notice.

Updated to reflect the new policy that benefits can be terminated without giving ten-day notice if:

- This is the second return letter the department has received;
- After getting the first return letter, the department sent a letter to the client asking for information; and
- The second letter is returned with a notation from the post office that the client has moved and has not provided a forwarding address.

### **REMOVE**

Change of Circumstances  
B. – Effective Date For Changes  
All Pages

Letters – A. Related WAC  
Pages 7-11

### **INSERT**

Change of Circumstances  
B. – Effective Date For Changes  
All Pages

Letters – A. Related WAC  
Pages 7-11